

Activation and Mobilization Checklist

1. Notify the school and your professor/instructor that you have been activated and present the appropriate administrator with a copy of your orders.
2. Be sure to make contact either in person or via telephone. Leaving a voicemail or email message is insufficient because further information may be required.
3. Keep a record of names, dates, individuals, and a brief summary of your conversations with the school and lending institution.
4. Notify your school's VA counselor that you have been activated and present your activation orders. Discuss the appropriate course of action with the VA Counselor.
5. Contact your student loan lender. It is your responsibility to follow through with any procedure the lender indicates.
6. Call your Education Office. If you encounter any problems resolving your academic status, request assistance from your Education coordinator.

Note: To ensure proper credit and to prevent any financial loss to the soldier, these steps must be completed prior to departure.

Montgomery GI Bill and Student Loan Information for Activated Guard-Reservists

7. Soldiers in receipt of Montgomery GI Bill (MGIB) benefits who are forced to withdraw from school for activation purposes will have their entitlements restored for the period of the term completed. For example, if a soldier began school in September and was called to active duty in November, the months of September and October will not count against their entitlement.
8. Soldiers **must** notify the school that they are being activated. They must also notify the VA counselor at the school they attend. They should bring a copy of their orders. If the soldier does not officially withdraw from school and notify the VA counselor, he/she will not be able to recoup the months of entitlements lost. A sample letter is found below.
9. If you have a student loan, notify your lender that you have been activated. Lenders will automatically postpone the student loan payments of borrowers during the period of the borrower's active duty service. Borrowers with subsidized student loans will be eligible to have the federal government assume the interest payments on their loans while they are on military duty. The U.S. Department of Education Web site contains information and guidelines regarding [loan relief for persons affected by military mobilization](http://www.ifap.ed.gov/dpcletters/GEN0113.html).
<http://www.ifap.ed.gov/dpcletters/GEN0113.html>
10. Any activated soldier receiving **Federal Tuition Assistance** should notify the Education Services Officer at (609) 562-0654 or (609) 562-0714.